

## CHAPTER 12

SECURITYA. GENERAL INFORMATION

This chapter deals with the security aspects of conventional ammunition life-cycle management. It covers policies and procedures for physical security, information security, exchanging security information, and categorizing security risks for sensitive ammunition and explosives.

B. PHYSICAL SECURITY

Physical security policies and procedures are designed for maximum uniformity and standardization. Although they are aimed at securing the DoD conventional ammunition PB, they are adaptable to the special needs of the individual Military Services.

1. Physical Security Policy. Sensitive munitions shall be identified in progressive categories of sensitivity. Each category shall be associated with a corresponding progression of minimum standards for physical security.

a. Indepth security shall be attained by applying the physical security standards outlined in this chapter and enhanced by local programs for education, enforcement, and efficient use of resources.

b. Physical security measures shall complement both production and safety concerns.

c. Hardening of structures **and frequencies** of patrols may be modified to suit local situations where sensitive items are under constant surveillance during duty hours and removed to proper storage during nonoperating hours.

2. Responsibilities for Physical Security

a. Manufacturing and PB facilities under the management and control of the SMCA carry out the policies and procedures in this section. Deviations from these instructions must be approved by the commanders of ammunition organizations having **command** jurisdiction over production facilities.

b. The JOCG Security Functional Group develops and maintains the policies and procedures in this section. It meets periodically to review the effectiveness of the instructions and to **recommend** changes, as needed. Proposed and authorized deviations covered in paragraph **B.2.a.**, above, also are reviewed by the JOCG Security Functional Group.

### 3. Physical Security Procedures

a. Sensitivity Categories. Sensitive munitions, bulk explosives, and metal parts shall be identified and protected according to their sensitivity categories.

(1) Munitions items are rated by sensitivity category based on how easily they may be stolen, susceptibility to being launched or fired by improvised means, or due to their component nature as a completed weapon system in a self-contained configuration. This process is discussed in detail in section E., below.

(2) Bulk explosives are rated by sensitivity category based on their explosive fire characteristics. Section E., below, provides detailed instructions.

(3) Metal parts are rated by sensitivity category based on ~~their~~ critical relationship to end item production needs and vulnerability to sabotage. Table 12-1. explains how to categorize metal parts.

(4) Security guidelines for in-process munitions and bulk explosives, munitions and explosives in bulk storage, and metal parts are shown in table 12-2.

(5) Different degrees of sensitivity may apply to munitions and explosives during the various stages of manufacture. Installation commanders are encouraged to increase the designated level of security as dictated by each situation.

#### b. Bulk Explosives

(1) When in an in-process environment, **bulk** explosives shall be safeguarded according to the minimum standards shown in table **12-3.**

(2) When in storage, the minimum standards in table 12-4. apply.

#### c. Munitions

(1) When in an in-process environment, munitions **shall** be safeguarded according to table 12-3.

(2) When in storage, the minimum standards in table 12-4. apply.

d. Propellants. **Propellants** are safeguarded according to the minimum standards in table 12-5.

Tables 12-1

MINIMUM SECURITY STANDARDS FOR METAL PARTS

<u>CATEGORIES</u>	A	B	C
Access Control	Identification badges, or other equivalent identification media, are required and shall be checked at points of ingress by security police, receptionist, or supervisory personnel.		
Visitor Control	a. Visitors shall sign in at point of entry to installation. b. Persons to be visited shall be contacted for approval. c. Visitors shall sign out at time of departure.		None.
Perimeter Security	FE-1 fence required for production/storage area perimeter when the installation does not have a complete perimeter barrier.		None.
Security Patrols	Once every 4 hours during nonoperational hours.	Once every 8 hours during nonoperational hours.	None.
Personnel Searches	Searches shall be conducted upon probable cause and/or military necessity.		
Protective Lighting	Encouraged in high theft locales.		
Inspections	The facility shall designate, at the managerial/supervisory level, an individual charged with the responsibility of ensuring compliance with standards set forth herein by performing periodic inspections.		
Raw Material Storage	Same requirements as end item storage.		No requirement.
End Item Storage	Security, as necessary, to provide protection to end item in storage until such time as finished <b>product</b> leaves the facility. Buildings in which end items are stored shall be locked with secondary type padlocks during nonoperating hours.		
Critical Materials	Security and inventory procedures shall be established to ensure the availability of the item when needed. Buildings in which critical materials are stored shall be locked with secondary type padlocks during nonoperating hours.		

Tables 12-2

SENSITIVITY CATEGORY GUIDELINES

1. Munitions: As outlined in DoD 5100.76-M.
2. Bulk Explosives: As outlined in DoD 5100.76-M.
3. Propellants: Propellants in general are placed in Category II and shall be secured equivalent to bulk explosives.
4. Metal Parts: Sensitivity categories for metal parts are based upon supply criticality and their effect on end item production. The following category guidelines are established:
  - a. Category A: Metal parts that affect end item" production seriously.
  - b. Category B: Metal parts that affect end item production to a lesser degree than Category A, the loss of which will result in a delivery slippage.
  - c. Category C: Metal parts having a minimum effect on end item production.

Table 12-2.

Table 12-3

MINIMUM SECURITY STANDARDS FOR IN-PROCESS MUNITIONS AND BULK EXPLOSIVES

CATEGORIES	1	2	3	4
Structure Security	<p>All buildings used in the production process shall be within a designated limited area and, during non-operating hours, shall be secured with secondary-type padlocks and hasps on primary entrance/exit and unbarred emergency doors. All other doors may be secured from within by barring or other appropriate security device. Windows, glass door panels, and similar fragile openings on the first <b>floor</b> level and other accessible levels shall be protected with security screen 9-gauge wire mesh when the production area is not fenced separately (FE-6 Fence). High Security padlocks and hasps shall be installed on production service magazines. Frequently used service magazines located inside separately fenced production areas may be secured with a secondary padlock during operating hours only. Scrap cages shall be secured with secondary padlocks.</p> <p>NOTE : The requirements above are not mandatory when sensitive items are under constant surveillance during operating hours and removed to proper storage building (or area) during nonoperating hours. Installation of IDS is recommended but not required on production areas/buildings with exception of service magazines that <b>will</b> be IDS equipped.</p>			
In-Process Storage	Same as structure standards. Vans and rail cars containing sensitive material shall be secured with 5-gauge wire twists with controlled numbered seals.			
Access Controls to Production/Processing Areas	Personnel access is controlled by badge, pass, or examination by security police or operating supervisory personnel upon entry. Package and vehicle control inspection procedures shall be established.			
Disposal Activities	Same as required for production activities.			
Perimeter Security	Barrier is mandatory. Fencing shall be FE-5 with no top guard. Existing FE-5 or equivalent fencing need not be replaced or modified to meet this requirement. Walls, floors, ceilings, and other structural features used as barriers must be of such construction as to provide protection equal to or exceeding the fence described above.			

Table 12-3

MINIMUM SECURITY STANDARDS FOR IN-PROCESS MUNITIONS AND BULK EXPLOSIVES  
(CON'T)

CATEGORIES	1	2	3	4
Security Patrols for Production Areas/Buildings	<p>a. OPERATING HOURS: Checked every 4 hours.</p> <p>b. NONOPERATING HOURS: Checked every 2 hours during every 8-hour nonoperating shift to include one physical inspection and three visual checks.</p> <p>c. SERVICE MAGAZINES: As "b.," above, unless IDS is installed and operational, in which case one visual check every 4 hours is required.</p> <p>d. A physical inspection is required on each building and magazine opened during preceding operating shift.</p>	<p>a. OPERATING HOURS: checked every 8 hours.</p> <p>b. NONOPERATING HOURS: Each 4 hours to include one physical inspection and one visual check every 8-hour shift.</p> <p>c. SERVICE MAGAZINES: As in "b.," above, unless IDS is installed and operating, in which case one visual check each 8 hours is required.</p> <p>d. A physical inspection is required on each building and magazine opened during preceding operating shift.</p>		
Personnel Searches	Conducted upon probable cause or military necessity in consonance with condition of entry.			
In-Process Transportation	<p>a. Rail cars, trailers, and vans will be secured with a 5-gauge wire twist and serially numbered seal when not under constant surveillance while located on post or used for intrapost movement. During operational movement within the installation, a seal is considered adequate.</p> <p>b. Cable seals will be used to secure off-installation movement of sensitive items.</p>			
Protective Lighting	<p>a. Required for service magazines for all categories.</p> <p>b. Recommend for production areas.</p> <p>c. When protective lighting is installed, it will be utilized and under the control, when possible, of security personnel.</p>			

Table 12-4

MINIMUM SECURITY STANDARDS FOR MUNITIONS AND BULKEXPLOSIVES IN STATIC STORAGE

CATEGORIES	1	2	3	4
Structure Security	<p>a. New Construction: Concrete, steel arch, or other hard <b>struc-</b> ture as listed in DoD 5154.4S and AR 385-64.</p> <p>b. Existing Construction: Whereas concrete or steel construction for all categories is preferred, hardening of existing structures is permitted. New construction solely for the purpose of meeting the above standards is not authorized. Where hardening of existing structures is inappropriate, unduly expensive, or unacceptable from a safety viewpoint, application of IDS, increased patrol coverage, or increased protective lighting is considered " acceptable and required, regardless of category of material.</p> <p>c. Through application of standard a., above, or <b>hardening/upgrading</b> existing structures, all buildings/magazines will meet the structural standards.</p> <p>d. All storage facilities having Categories 1 or 2 material shall be IDS equipped.</p> <p>e. All Categories: Secure with high security hasp and padlocks.</p>		<p>a. NEW CONSTRUCTION: Same as Categories 1 and 2 or nonhardened structure (specific purpose) as outlined in DoD 5100.76-M.</p>	
Access Controls	<p>Regardless of category, all buildings and areas housing sensitive items shall be designated restricted (limited) areas. Condition of entry shall be posted and all points of ingress and egress shall be controlled by security police or operating personnel during operating hours. During nonoperating hours, access shall be controlled by security personnel. A coded badge, pass, or access list system is required and procedures shall be established to check or inspect packaged material and vehicles entering the area. Privately owned-vehicles are prohibited <b>from</b> entrance.</p>			
Perimeter Security	<p>a. Igloo and magazine areas should be fenced separately from production and administrative areas.</p> <p>b. New Construction: New fencing will be FE-5 (<b>2-in-sq</b> mesh, 6 feet high).</p> <p>c. Existing fencing consisting of 6 feet or more of chain link need not be replaced solely <b>to meet</b> this standard.</p>			

Table 12-4

MINIMUM SECURITY STANDARDS FOR MUNITIONS AND BULK

EXPLOSIVES IN STATIC STORAGE (CON'T)

	1	2	3	4
Patrols	*a. <b>All</b> structures housing <b>Categor-</b> ies 1 or 2 material will be checked at least once every 8 hours during both operational and nonoperational periods.		a. Installations having 200 or less structures will conduct a physical inspection every 2 days. b. Installations having 200 to 500 structures will make a 100 percent physical inspection every 3 days. c. Installations having in excess of 500 structures will make a 100 percent physical inspection at least once every calendar week.	
	NOTE : All storage structures opened during preceding operational periods will be inspected physically during nonoperating hours.			
Personnel Searches	Conducted upon probable cause or military necessity in consonance with condition of entry.			
Intra-Plant Movement	Rail cars, trailers, and vans containing Categories 1-4 material maintained in transit on post <b>shall</b> be secured with a 5-gauge wire twist with a controlled numbered seal when load is not under constant surveillance. Those packed for off-post movement must be secured with a cable seal.			
Protective Lighting	a. New Construction: In new construction and areas scheduled for modernization or complete upgrade, security lighting is required for exterior doors of all rooms, facilities, and buildings in which sensitive items are stored other than in temporary (less than 90 days) areas. b. Security lighting should not be added or increased solely to meet this standard.			
Consolidation	Whenever possible, security areas and storage areas should be consolidated within mission and safety constraints.			

Table 12-4

MINIMUM SECURITY STANDARDS FOR MUNITIONS AND BULK

EXPLOSIVES IN STATIC STORAGE (CON'T)

<b>Classifi-</b> cation	These areas and similar "holding" areas require security designation, appropriate barrier (FE-5), and patrols as outlined above for building structures. Containers, regardless of type, must be secured, at a minimum, with secondary lock protection.
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\*These standards have been submitted to USD (Policy) and approval is pending.

Table 12-5

MINIMUM SECURITY STANDARDS FOR SMALL ARMS AMMUNITION AND PROPELLANTS

CATEGORIES	1	2	3	4
Structure Security (In-Process Holding and Storage Buildings)	Exit doors shall be secured with panic hardware (dead-bolt type) and shall be inoperable from outside. Hinge pins shall be welded, <b>or</b> safety stud hinges will be used. Main door shall be locked with a high security lock and hasp. Ammunition vaults within manufacturing buildings shall be secured with secondary padlocks. Windows, glass door panes, <b>and</b> similar openings at the first floor <b>level</b> shall be secured with wire mesh no less than 9 gauge.			
Access Controls	Points of ingress and egress shall be controlled by security police during operating hours. During non-operating hours, the area <b>shall</b> be opened by security police on <b>call</b> to security police HQ, or by authorized operating personnel. A coded badge, pass, or access list system is required.			
Disposal Activities	Ammunition and explosives for disposal shall be accounted for by weight or count. A record shall be made at the disposal activities of all explosives, by weight, and ammunition, by weight or round count. Supervisor of the activity shall certify quantities of ammunition and explosives disposed.			
Perimeter Security	<p>a. Entire production or <b>storage</b> area shall be <b>inclosed</b> with FE-5 6" foot chain link <b>fence</b>.</p> <p>b. Gates and entrances shall be controlled by armed guards.</p> <p>c. Inner areas shall be patrolled by armed <b>guards</b> (vehicle and walking patrols) equipped with <b>mobile</b> radio units.</p>			
Security Patrols	*Where IDS is installed, the patrol shall perform exterior checks of manufacturing buildings at the beginning of the shifts and every 4 hours thereafter to ensure all doors are locked. Where IDS is not installed, the patrol <b>shall</b> be every 2 hours. Security patrols shall make a physical check (lock shaking and door checking) once each shift during nonoperational hours on all buildings.			

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\* Propellants in general are categorized as Category II Sensitivity, due to their rapid burning and high explosive capability when contained.

Table 12-5

MINIMUM SECURITY STANDARDS FOR SMALL ARMS AMMUNITION AND PROPELLANTS  
(CON'T)

Personnel Searches	Searches shall be conducted upon probable cause or military necessity.
Protective Lighting	Protective lighting is encouraged as the local commander deems necessary (in production areas).
Holding Area Security	Trucks or rail cars with small arms, ammunition, explosives, and propellants temporarily stored within awaiting shipping or receiving and located outside a restricted area, shall be designated temporary restricted areas. Cargo doors <b>shall be</b> secured with locks or 5-gauge wire twists, a numbered seal, and patrols shall be performed at least once every 2 hours.
Process Accountability	All loading machines shall be equipped with automatic counting devices or accountability shall be maintained by weight controls. Total number of rounds produced by each machine shall be recorded at the end of each operating shift.
Range Accountability	All small arms ammunition, including ballistics test rounds, shall be accounted for.

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\*These standards have been submitted as noted in the previous table.

4. Mobilization. When the mobilization requirements for selected major items, complex assemblies, subassemblies, and components have been determined, the minimum security criteria for physically safeguarding inactive plants, IPE, and PEPs shall be as prescribed in table 12-6.

5. Equivalent Standards. If total compliance with the minimum physical security standards in tables 12-1. and 12-3. through 12-6. cannot be achieved, equivalent standards may be used provided they meet the spirit and intent of this manual. Table 12-7. shows the relationships between prescribed and equivalent standards.

6. Accountability. Control of sensitive munitions shall conform to normal accountability procedures and inventory requirements. Installation commanders shall set up accountability procedures based on local conditions. These considerations include threat, vulnerability to sabotage, pilferage and crime rates, structural features, perimeter barriers, item sensitivity, access controls, and other locally unique factors. The following guidelines should be followed as closely as possible:

a. General Information on Accountability

(1) Property administrators must add the category "sensitive item control" to their annual system survey plans.

(2) In transferring sensitive items between processing operational areas, a continuously recorded transfer system must be set up, using either individual receipts, production records containing receipts, or log books. Documentation shall include amount and type of sensitive item, date and time of transfer, and the signature of the person having custody during the transfer or receiving upon completion of the transfer.

(3) The unit of measure should consist of the most practical and meaningful choice between units of weight, volume, count, or combinations thereof.

(4) Sensitive accounting for explosives, propellants, and **illuminants** begins at the point the item becomes a finished product; for example, flake house, final dry, or consolidation. Normal accountability procedures apply before the item becomes a finished product.

(5) Sensitive accounting for munitions metal components starts at the point the component is loaded.

b. Production Accountability Requirements

(1) Reasonable production loss rates must be set as standards against which to measure test results. These are based on the

Table 12-6

MINIMUM SECURITY STANDARDS FOR METAL PARTS

CATEGORIES	A	B	C
Access	Identification badges or other equivalent identification media are required and shall be checked at points of ingress by the security police, receptionist, or supervisory personnel.		
Visitor Control	a. Visitors shall sign in at point of entry to installation. b. Persons to be visited <b>shall</b> be contacted for approval. c. Visitors shall sign out at time of departure.		None.
Perimeter Security	FE-1 fence required for production or storage area perimeter when the installation does not have a complete perimeter barrier.		None.
Security Patrols	Once every 4 hours during nonoperational hours.	Once every 8 hours during nonoperational hours.	None.
Personnel Searches	Searches shall be conducted upon probable cause or military necessity.		
Protective Lighting	Encouraged in high theft locales.		
Inspections	The facility will designate, at the managerial or supervisory level, an individual charged with the responsibility of ensuring compliance with standards set forth herein by performing periodic inspections.		
Raw Material requirement. Storage	Same requirements as end item storage.		No
End Item Storage	Security, as necessary, to provide protection to end item in storage until such time as finished product leaves the facility. Buildings in which end items are stored shall be locked with secondary-type padlocks during nonoperating hours.		
Critical Materials	Security and inventory procedures shall be established to ensure the availability of the item when needed. Buildings in which critical materials <b>are</b> stored shall be locked with <b>secondary-</b> type padlocks during nonoperating hours.		

Table 12-7

EQUIVALENT STANDARDS

<u>Prescribed Standards</u>	<u>Equivalent Standards</u>
Use of intrusion <b>detection equipment</b> .	Increased frequency of security police surveillance or use of sentry dogs within buildings, other enclosures, and areas.
Maintenance of <b>perimeter</b> clear zones.	IDS on the perimeter barrier. Continuous perimeter surveillance.
Secondary padlocks.	Continuous security police surveillance or built-in 3-way combination locks on vault doors or use of high security padlocks.
Five-gauge wire twist with controlled, numbered seals.	Secondary padlocks or continuous surveillance.
Cable seal /Cable seal lock.	Secondary padlock with controlled numbered seals.
Badge or pass examination.	Personal recognition and/or escort.
FE-5 fence.	Twelve-gauge aluminum FE-5 fence.
Igloos, hardened buildings, and magazines.	Use of IDS and marked increase in the frequency of security police patrols.
Patrol roads along the barrier. (restricted areas only)	IDS on the barrier or random physical inspections by a walking patrol.
High security padlocks with high security hasps.	Secondary padlocks complemented by a marked increase in the frequency of security police patrols. (only in temporary areas).
Security police patrol.	May be performed by properly trained personnel with security police inspections, as appropriate. <b>(short-term only)</b> .
Perimeter barrier.	Hardened building to the degree of sensitivity of the item involved. Continued visual surveillance of entire perimeter.

installation's or activity's past experience, and are established by mutual agreement between the installation **commander** and the operating contractor. The rationale used in setting up these rates must be **documented**. Tests shall be performed as production processes change.

(2) Accounting on the production line **shall** consist of sufficient recording that should a break-in (unauthorized entry) occur during an off-shift period, a determination can be made as to whether sensitive items or material were removed, and a close approximation made of the quantity involved. A primary function of the system test inventory is to determine whether such recording is being done effectively. Therefore, the best time to do a system test inventory is when the line is idle (off shift). It **would** not be unreasonable, as part of the test, to remove a significant amount of material, announce a simulated unauthorized entry, and require the production element to determine the extent of loss.

c. Movement Accountability Requirements

(1) **Within** a plant restricted area, transfers of sensitive items are not initiated until entries have been made on log books or production records, or until a receipt form has been initiated. In controlled areas or for **interplant** transfers, receipt documentation must accompany the transport vehicle.

(2) Sensitive items **shall** not be unattended while on transport vehicles, unless secured and located in properly fenced and restricted areas.

(3) Vehicles containing sensitive items **shall** be secured when unattended at the plant either by lock or by numbered seal and 5-gauge wire twist.

(4) Truck drivers carrying sensitive items shall not be dismissed at the destination until the seal is verified as intact and as having the proper number.

d. Storage Accountability Requirements

(1) Inventory documentation on the contents of an igloo or magazine **shall** be available readily.

(2) Formal inventories of all stored sensitive items must be conducted at least annually.

e. Concealed Shortages. Immediately upon learning of a concealed shortage, the contractor, the Government security officer, and the **contractor's** property supervisor must be notified. The property supervisor in turn notifies the Government property administrator. It is essential that the circumstances **of the** discovered concealed shortage be investigated and that all available facts be sent to the DCAS office

administering the shipper's contract. Local records must be adjusted accordingly.

f. Seal Control Procedures

(1) Numbered seals **shall** be used during movement as prescribed. Installations and activities also may require their use in other areas to increase security. An accountability system must be set up to control the issuing of seals at all levels.

(2) Only tamper proof metal ball or plastic-type seals may be used on sensitive material transfers.

(3) Numbered seals must be secured and an inventory record maintained. Procedures should provide for protection of replacement seals and accompanying transfer documents.

7. Key and Lock Control for Sensitive Items

. Written key **and** lock procedures must **be** published. The procedure: shall provide for the following:

(1) Appointment of a key control officer.

(2) Issue controls.

(3) An approved **metal** key container with a three-way combination lock or equivalent locking device.

(4) Limiting removal of the keys from the installation, except to security police on official business.

(5) Inventory and rotation of **locks** as prescribed in DoD 5100.76-M.

(6) Prohibition of master or common keying.

b. Combination lock control procedures shall be equivalent to those prescribed in DoD 5100.1-R, paragraph 5-104.

c. The procedure **of DoD** 5100.76-M, paragraph **3-200a(8)**, applies.

8. Posting of Signs

a. Along installation boundaries, GSA-approved "no trespassing" signs shall be posted at intervals of no more than 500 feet for each exposed side. This applies, regardless of security area designation, except for restricted areas. If required, restricted area perimeter boundaries **shall be** posted at the same intervals. If individual structures or subareas within a fenced-controlled area are designated

restricted areas, the required signs shall be posted on the individual structures or fences.

b. Interior security areas, such as those bordering restricted areas, shall have the following sign posted at the point of entry:  
WARNING - AUTHORIZED PERSONNEL ONLY.

9. IDS. The installation of IDS can be a valuable addition to the overall security system by providing continuous monitoring in areas with sensitive security interests. The use of IDS is encouraged to complement or reduce security patrols and to complement structure features and standards. When IDS is in use, the frequency of patrol coverage may be modified, as appropriate, to the local situation. However, a sufficient force of security police to respond to alarms must be available at all times.

10. Assistance Agreements. Management shall do everything possible to obtain assistance agreements with all local law enforcement agencies.

11. Waivers and Exceptions. Installation **commanders** are allowed a 10 percent deviation from the physical security construction standards in this manual for existing facilities. Additionally, physical security waivers and exceptions may be granted by the individual Military Service's SMCA or JOCG Security Functional Group office of primary responsibility. The Military Services set up waiver and exception procedures based on the following:

a. ~~w~~Waivers and exceptions shall be considered on an individual basis; **blanket** waivers and exceptions shall not be authorized. Military Service approval authorities are:

(1) Army - U.S. Army Materiel **Command**.

(2) Navy - AAW and Surface Warfare Systems, Naval Sea Systems **Command**.

(3) Air Force - Ogden Air Logistics Center.

(4) Marine Corps - Director of Materiel, U.S. Marine Corps.

b. Waivers normally are granted for a period of 1 year and may be extended only after a review of the circumstances necessitating the extension. Extensions shall be identified specifically as first extension, second extension, and so on. Waivers apply only to those items for which corrective action is planned by the Military Service **within** the normal (5 years) funding cycle from the time of the original waiver.

c. Exceptions shall be granted only when correction of a deficiency is not feasible or when the security afforded is equivalent to or better than that afforded under the standard criteria.

d. Requests for waivers shall describe compensatory measures in effect or recommended. Approvals of waivers and exceptions shall specify required compensatory measures.

e. Deficiencies that will be corrected within 90 days do not require a waiver or exception; however, compensatory measures shall be taken during the interval, and installation **commanders** must approve the concepts or procedures in writing.

f. The format for waiver **or** exception requests is as follows:

(1) First Paragraph. State the requirement to be waived or excepted.

(2) Second Paragraph. The reason the standard cannot be met.

(3) Third Paragraph. The impact should the request not be approved.

(4) Fourth Paragraph. Compensatory measure intended.

(5) Fifth Paragraph. Listing of current waivers or exceptions.

(6) Sixth Paragraph. Any additional information or **justification** desired by the **commander**.

#### C. SECURITY CLASSIFICATION MANAGEMENT

Classification management means ensuring the assignment of proper security classifications, progressive downgrading, declassification, and systematic review of files to ensure timely elimination of obsolete or unneeded classified material. Elimination methods include destruction, transfer, and retirement and require the maintenance of any remaining files at the lowest possible level. This section prescribes methods for ensuring uniform and realistic security classification management for sensitive information generated in the conventional ammunition program.

1. Security Classification Management Responsibilities. The JOCG Security Functional **Group** sets up and **implements** a joint classification **management** system for conventional ammunition and associated activities. The principal members shall ensure that conventional **ammunition** security classification matters within their respective Military Services are reviewed by knowledgeable classification management specialists. They shall also ensure **dissemination** of all original classification assignments according to the information exchange procedures in section D., below.

## 2. General Security Classification Guidelines

a. Security classifications shall be uniform within the conventional ammunition program and shall be the lowest defense classification category consistent with national security interests. Security classification shall be maintained only as long there is an advantage to the U.S. Government in limiting disclosure.

b. The classification management procedures in this section are based on DoD 5200.1-R and applicable Military Service supplements. The degree of information sensitivity and the possibility of compromise shall be prime considerations in all actions. When required, and after approval by each Military Service, joint security classification guides will be published as an appendix to this manual.

c. Security guides prepared under these procedures shall address only the broad categories of conventional ammunition listed in DoD Directive 5160.65. These could include guides for entire systems, programs, or projects.

d. These general guides shall be the bases for individual guides or DD Forms 254 for specific items or models by the developing or contracting Military Service.

e. Security classification guidance developed under these procedures by one Military Service shall be applied to comparable items and documents of the other Military Services.

## 3. Procedures for Security Classification Management

a. Existing security classification guides (policies and determinations) for items and documents in the conventional ammunition base are furnished to each participating Military Service through JOCG Security Functional Group channels by the proponent Military Service.

b. If obsolescence, possible compromise, the passage of time, or any other event that would negate the need to protect information should occur, the proponent Military Service notifies the Chairman, JOCG Security Functional Group, so that the information can be downgraded or declassified promptly.

c. Guides for newly classified information, projects, or programs are processed by the proponent Military Service, who also forwards a proposed guide through the JOCG Security Functional Group to the other Military Services. When practical, the guides and erratas should be prepared in the formats shown in figures 12-1. and 12-2. and according to the following amplifying instructions pertaining to item 6 in the format, Administrative Data:

(1) Security Classification of Major Procurement Items and Elements of the AAO

(a) The AAO is the Army statement of a wartime requirement during peacetime. It is the program objective that the Army is seeking to obtain.

(b) The AAO for many major items has no security classification requirement because force structure cannot be derived from these figures. The intent of this guidance, regardless of past policy and one-time releases, is to identify types of ammunition and equipment that should not be classified, as well as those that should be assigned a security classification. Proper and prudent application of the information in table 12-8. will prevent any compromise of valuable information. In reading table 12-8., the following classification codes apply: **S-FRD:** SECRET - FORMERLY RESTRICTED DATA; **C:** CONFIDENTIAL; and **u:** UNCLASSIFIED.

(c) Generally, the AAO for developmental systems is downgraded to UNCLASSIFIED when a **total** force AAO is established and a low level production rate is achieved. However, the AAOs for offensive materials, whether considered singly or collectively, would reveal the quantification of U.S. deterrent and retaliatory capabilities. Revealing this data could be prejudicial to U.S. and Soviet negotiations for a chemical warfare treaty.

(2) Classification of Elements of the AAO. Each major element of the AAO listed below must be protected by the classifications shown for the major items in table 12-8. Any further breakout of the elements of the AAO (for example, Initial Issue Quantity shown by **command** or theater) shall be **classified** CONFIDENTIAL - **DECLAS** - 6 yrs., except for nuclear items, which shall be CONFIDENTIAL - **REVV** - 20 yrs. The data elements subject to this guidance follow:

(a) Total - **IIQ.**

(b) **Total** - ORF.

(c) Total - RCF.

(d) Total - Pipeline.

(e) Total - Combat consumption, gross or net. (The actual deployment schedule is SECRET.)

(f) Total - Allies.

(g) Total - Additive operational projects.

(h) All maintenance float, consumption, and loss factors used in the AAO computation.

JOCG Number: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Security Classification Guide

for

(Title of Item)

Effective Date: \_\_\_\_\_

a. Issued by:

b. Action officer:

Supersedes:

Project or Program Numbers:

**Purpose:** To provide appropriate elements with instructions and guidance on the classification of information pertaining to the item identified above.

Authority:

a. This guide is issued under the provisions of Chapter 2.

b. The items approved for classification beyond 6 years were approved by the Commander, \_\_\_\_\_  
(Original TOP SECRET Classification Authority)

Classification Recommendations: If the security classifications contained **in this** guide **impose** requirements that are impractical, or if current **condition**, change, or progress attained in the state of the art of this effort, or any other contributory factors indicate a need for changes in this guide, completely documented and justified recommendations should be made through appropriate channels to the issuing activity. Pending final decision, the items of information involved shall **be** considered and protected at the higher of the current classifications or the recommended changes. All users of the guide are encouraged to assist in improving the adequacy of this guide.

Figure 12-1. Sample Security Classification Guide.

	<u>Classi fi cati on</u>	<u>Downgrading/ Declassification</u>	<u>Comment</u>
1. <u>Overall Effort</u>			
a. <u>Identi fi cati on:</u>			
b. <u>End Item:</u>			
2. <u>Performance and Capabi l i t i e s</u>			
3. <u>Speci fi cati ons</u>			
Producti on Characteri sti cs			
4. <u>Cri ti cal El ements</u>			
5. <b><u>Vulnerabilities</u></b> and <u>Weaknesses</u>			
6. <u>Admi ni strati ve Data</u>			
7. <u>Hardware</u>			

Figure 12-1 (Con't). Sample Securi ty Cl assi fi cati on Gui de. .

JOCG NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

# ERRATA SHEET

SUBJECT: Securi ty Cl assi fi ca ti on Gui de \_\_\_\_\_

Page   Paragraph   Change

Provide narrative explanation of change, i.e., item has  
not been upgraded/downgraded to \_\_\_\_\_  
or decl assi fi ed, effective \_\_\_\_\_ (date)

(signature block)

Figure 12-2. Sample Errata Sheet.

Table 12-8. Classification--Declassification

Item	Classification	Declassification	Comment
<u>Torpedoes - Navy</u>			
MK45	S-FRD		
MK46	C	DECLAS - 6years	<u>1/</u>
MK48	C	DECLAS - 6years	<u>1/</u>
<u>Mines - Navy</u>			
All in-service mines	C	DECLAS - 6 years	<u>1/</u>
<u>All Other NAVSEA Weapons - Navy</u>			
Individual Weapons			
M16A1 Rifle	U		
Launcher, Grenade M203	U		
Launcher, Grenade M79	U		
Crew-Served Weapons			
M60 MG, 7.62mm	U		
M85 MG, Cal. .50	U		
M219 MG, 7.62mm	U		
106mm RR	U		
90mm RR	U		
Anti-Armor Missiles Systems			
Associated Support Equipment			
TOW	U		
DRAGON	U		
Missiles	C	REVW - 20 yrs	<u>2/</u>
RATIONALE: See page 12-27.			
Artillery-Associated Equipment	U		
Developmental Systems (SM1 Tank, MICV, ARSV, Sq Auto Rifle)	U		

1/ Declassify after 6 years, unless classification is extended by competent authority.

2/ "Declassify 6 years after replacement by a new item.

Table 12-8. Classification--Declassification (Con't)

Item	<u>Classification</u>	<u>Downgrading/ Declassification</u>	<u>Comment</u>
<u>Ammunition - Army</u>			
Small Arms, Artillery, Grenades, Rockets, Pyrotechnics, <b>Fuzes,</b> and Primers, Demolition	u		

(3) Major Items Buy Quantities and Dollars

(a) Buy quantities and dollars for prior year, current year, and budget year for individual line entries normally are unclassified. The individual line item use of the same type of information in any other document (for example, in the RDT&E program) shall also be unclassified. The only exceptions to this policy are as follows:

1 When the AAO and the buy quantity are the same and the AAO is classified.

2 Missile quantities having a nuclear capability or having a specific threat identified as the basis for procurement.

3 Items designated as special exceptions to be classified.

4 Administrative protective markings required by the FAR.

(b) FYDP quantities and dollars for individual lines, by year, are unclassified.

(4) MIDP and Army Assets

(a) The MIDP reflects both programed requirements and current force requirements by elements similar to the AAO stratification. These kinds of data are often used when addressing budgetary information during discussions and hearings. To ensure consistency among the budget and distribution documents for security classification, use the breakout of MIDP elements as shown in table 12-9. It is important to recognize this breakout can only be used when the classification of the items in table 12-8. is UNCLASSIFIED and is applicable in the same manner as the major data elements of the AAO.

1 The basic source data for computing the total requirements for most of the data elements in table 12-9. is UNCLASSIFIED. These include, for example, TOE, TA, readiness float factors, repair cycle float factors, and order/ship time factors. As indicated, base information for certain requirements is derived from classified sources. This classified information is used to determine levels in the pipeline and war reserve requirements for individual commands (claimants).

2 Although the total requirements for each of the elements in table 12-9. and the total of all requirements are unclassified when quoted separately, the information on requirements by claimants or command remains classified. The total of all items by command, either assets on hand or distribution requirement, is classified CONFIDENTIAL (DECL - 6 yrs), except for nuclear item (S-FRD), chemical lethal incapacitating munitions (S-REVV - 20 yrs), and individually approved and authorized exceptions.

Table 12-9. Data Element - Source

<u>Data Element</u>	<u>Source</u>
TOE/TA	TOE/TA-MTOE/MTA
Readiness Float	DA-Approved Operational Readiness Factors
Repair Cycle Float	Density Factors
Operational Projects	AR 710-1
Levels in Pipeline	AR 11-11 (U.C.)
War Reserves	AR 11-11 (U.C.)

(b) When addressing requirements, either programed or current year, the question of existing assets also arises. The total worldwide quantity of assets onhand shall be the same classification as that designated for the AAO. Except for nuclear items and chemical lethal and incapacitating munitions, existing asset classification is subject to Executive Order 12065, which calls for declassification at the end of 6 years. All commercial vehicle quantities used in administrative support functions shall be unclassified.

(5) Overall Classification Rationale. Major items requiring classification and the detailed breakout of any data element shown in the text and tables in this guidance requires **classification** to protect possible troop deployments, exposure of operational plans, and geographical locations. Hostile intelligence could use such information to plan counter actions. Total forecast requirements for conventional munitions items shall be unclassified, as long as the detailed breakout of any data element accompanies.

#### D. EXCHANGE OF INFORMATION

1. Purpose of Security Information Exchange. This section prescribes methods for the effective and coordinated exchange between the Military Services of information on protecting the DoD conventional ammunition PB. The objective is uniform interpretation and application of security policies in all the Military Services.

##### 2. Procedures for Information Exchange

a. Table 12-10. lists security information exchange requirements by types of documents and exchange dates. Exchanges shall be made on or after the specified dates or time periods in the table.

b. The JOCG Security Functional Group principal members forward documents originating in their Military Services to the other members for appropriate distribution in their respective Military Services.

#### E. CATEGORIZING SENSITIVE AMMUNITION AND EXPLOSIVES SECURITY RISKS

This section implements those provisions of DoD 5100.76-M, Appendix A, that relate to the Military Services' coordination and uniform application of sensitive ammunition and explosives coding.

1. Military Service-Designated Activities. The activities designated by the Military Services for sensitive ammunition and explosives risk categorizing are:

##### a. Army

(1) For all munitions except those listed in subparagraph E.3.a.(2), below: AMCCOM, AMSMC-DS(R), Rock Island, IL.

Table 12-10

## JOCG SECURITY GROUP EXCHANGE REQUIREMENTS

<u>Type of Document</u>	<u>Exchange Date</u>
Major Changes in Individual Military Service Policy	1 day after issue
Military Service Internal Policy Letters	Forwarded in original distribution
Minutes of OPR Group Meetings	10 days after meeting
Suggestions for OPR Group Agencies	10 days after meeting
New Regulations and Regulation Changes	30 days after receipt by proponent Military Service
Experience Data on New IDS Tested	30 days after final evaluation
Technical Data Descriptions on Newly Developed IDS	30 days after receipt and/or approval
New Security Techniques and Procedures	30 days after receipt and/or approval
Significant Incident or Loss Reports	1 day after incident
Information on Advanced Technical Breakthrough	Proponent discuss at first task group meeting after receipt of information
Changes in Organizational Charts	Within 10 days after issue

(2) For guided missiles and large rockets: **MICOM, AMSMI-SSF**, Huntsville, AL.

b. **Navy**. Naval Sea Systems **Command**, SEA-64, Washington, DC.

c. **Air Force**. Ogden Air Logistics Center, **MMWRE**, Hill Air Force **Base**, UT.

d. **Marine Corps**. HQ, USMC, Code LMG, Washington, DC.

2. **Security Codes**. Three separate codes are used to indicate physical security requirements, degrees of security risk, and vulnerability to pilferage of DoD assets.

a. **Physical Security Codes**. Table 12-11. shows the physical security codes indicating the degrees of protection required for materials in the interest of national security.

b. **Arms, Ammunition, and Explosives Security Risk Codes**. The codes in table 12-12. show the degree of protection needed against loss or theft by terrorists or other criminal elements.

c. **Pilferage Code**. Table 12-13. shows the codes that indicate material has a ready resale value or civilian application, making it especially subject to theft.

### 3. **Categorizing Sensitive AA&E Security Risks**

#### a. **General Information**

(1) Based on their relative utility, attractiveness, and availability to criminal elements, **all AA&E shall** be categorized according to the risks involved. As a general rule, only arms, missiles, rockets, explosive rounds, mines, projectiles, and the like with an unpacked weight of 100 pounds or **less** are categorized as sensitive for the purposes of this manual. Any single container holding a sufficient array of spare parts that, when assembled, would perform the basic function of the end item shall be categorized for security purposes the same as the end item.

(2) The categories of arms **shall** be as shown in paragraph **E.3.c.**, below. Nonnuclear missiles and rockets similar to those listed under Category I **will** be included automatically as they come into the inventory.

(3) Sensitive conventional ammunition, explosives, rockets and missiles (including those rockets and missiles identified below), identifications, **codings**, and corollary plans and actions for physical security accountability shall be uniform-throughout the Department of Defense. They shall also be integrated into standard catalog data by all the Military Services and incorporated in Directives and other **publications**

Table 12-11. Codes - Explanations

Code	<u>Explanation</u>
A	CONFIDENTIAL - Formerly Restricted Data
B	CONFIDENTIAL - Restricted Data
C	CONFIDENTIAL
D	CONFIDENTIAL - <b>Cryptologic</b>
E	SECRET - <b>Cryptologic</b>
F	TOP SECRET - <b>Cryptologic</b>
G	SECRET - Formerly Restricted Data
H	SECRET - Restricted Data
K	TOP SECRET - Formerly Restricted Data
L	TOP SECRET - Restricted Data
O	Item contains naval nuclear propulsion information; disposal and access limitation are identified in <b>NAVSEAINST C5511.32. Store</b> and handle in a manner that will preclude unauthorized access to this material.
S	SECRET
T	TOP SECRET
U	UNCLASSIFIED
7	Item displays sensitive information. Before disposal, <b>all</b> name plates, <b>label</b> plates, <b>meter</b> face plates, tags, stickers, documents, or markings that relate items to weapons system/end item application must be removed and destroyed.

Table 12-12. Codes - Explanations

Code	<u>Explanation</u>
1	HIGHEST SENSITIVITY (Category 1) Nonnuclear missiles and rockets in a ready to fire configuration (e.g., Hamlet, Redeye, Stinger, Dragon, Law, and Viper) and explosive rounds for nonnuclear missiles and rockets. This category also applies in situations where the launcher (tube) and the explosive rounds, though not in a "ready to fire" configuration, are stored or transported jointly.
2	HIGH SENSITIVITY (Category II) - AA&E.
3	MODERATE SENSITIVITY (Category III) - AA&E.
4	LOW SENSITIVITY (Category IV) -AA&E.
5	HIGHEST SENSITIVITY (Category I) - AA&E with a physical security classification of U.C..
6	HIGHEST SENSITIVITY (Category I) - AA&E with a physical security classification of U.C..
8	HIGH SENSITIVITY (Category II) - <del>AA&amp;E</del> with a physical security classification of U.C..

NOTE : Items coded 5, 6, or 8 will be stored and transported according to DoD 5100.76-M or DoD 5200.1-R, whichever is more **stingent**. Use code 1, 2, 3, or 4 for U.C.; use S for U.C. items not needing code 5 criteria; use C for U.C. not needing code 6 or 8 criteria.

Table 12-13. Codes - Explanations

Codes - Explanations

Code	<u>Explanation</u>
J	Pilferage - Pilferage controls may be designated by the coding activity to items coded U (U.C.) by recoding the item to J.

Coding activities may further categorize pilferage items by using the following codes:

Code	<u>Explanation</u>
I	Aircraft Engine Equipment and Parts
M	Handtools and Shop Equipment
N	Firearms
P	A&E
Q	An item that is a drug, or other substances determined by the Administrator, Drug Enforcement Administration, Department of Justice, to be designated Schedule Symbol III, IV, or V as defined in the Controlled Substance Act of 1970 and other items requiring vault storage.  Alcohol, alcoholic beverages, precious metals, or a drug or other substance determined by the Administrator, Drug Enforcement Administration, Department of Justice, to be designated Schedule Symbol II defined in the Controlled Substance Act of 1970 and other items requiring vault storage.
V	Individual Clothing and Equipment
W	Office Machines
X	Photographic Equipment and Supplies
Y	Communication/Electronic Equipment and Parts
Z	Vehicular Equipment and Parts

NOTE : See DRH 2863 for format and definition.

addressing physical security accountability, storage, transportation, and other related functional areas to which the criteria apply. Through joint Military Services coordination, DoD Components shall use the methodology in the DLTs developed by the JOCC for uniform identification and codification of **ammunition** and explosive items. Use of the DLTs (tables 12-13. through 12-17.) is explained in paragraph 3.E.f., below. A&E examples are shown in paragraph E.3.d., below. If the Military Services agree unanimously that an individual item be in a higher or lower security risk category than indicated by the **DLTs**, an exception to the mandatory use of the DLTs is permitted. This would be based on subjective evaluation that determines there are considerations that override the sensitivity coding that results from use of the DLTs.

(4) To ensure uniform sensitive item identification and codification, the DoD Components shall incorporate the criteria into their respective cataloging policies and procedures. Additionally, the "criteria shall be a part of the Federal Cataloging System.

(5) DoD Components shall review and update **ammunition** and explosives codifications periodically and add new codifications through use of routine catalog data changes.

b. Missiles and Rockets

Category I. This category includes nonnuclear missiles and rockets in a ready-to-fire configuration, such as Hamlet, Redeye, Stinger, Dragon, LAW, and Viper. It also applies when the launcher (tube) and the associated explosive rounds, though not in a ready-to-fire configuration, are stored or transported together.

c. Arms

(1) Category II. This category includes light automatic weapons up to and including .50 caliber.

(2) Category III. The following items are included:

- (a) Launch tube and **gripstock** for Stinger missile.
- (b) Launch tube, sight assembly, and gripstock for Hamlet and Redeye missiles.
- (c) Tracker for Dragon missiles.
- (d) Mortar tubes, excluding the 4.2 inch.
- (e) Grenade launchers.
- (f) Rocket and missile launchers **with** an unpacked weight of 100 pounds or less.

[g) Flamethrowers.

(h) The launcher, the missile guidance set, or the optical sight for the TOW.

**(3) Category IV.** The following items are included:

(a) Shoulder-fired weapons, other than grenade launchers, that are not fully automatic.

(b) Handguns.

(c) **Recoilless** rifles up to and including 90mm.

d. Ammunition and Explosives

(1) Category 1. This category includes explosive rounds for Category I missiles and rockets, as defined in paragraph **E.3.b.**, above.

**(2) Category II.** The following items are included:

(a) Grenades, both high explosive and white phosphorous.

(b) Antitank and antipersonnel mines with an unpacked weight of 100 pounds or less each.

(c) Explosives used in demolition operations, such as C-4, military dynamite, TNT, and the like.

(d) Explosive rounds for missiles **and** rockets other **than** Category I that have an unpacked weight of 100 pounds or less each.

**(3) Category III.** The following items are included:

(a) Ammunition, .50 caliber and larger, with **explosive-**filled projectile and having an unpacked weight of 100 pounds or less each.

(b) Incendiary grenades and grenade fuzes.

**(c)** Blasting caps.

(d) Detonating cord.

(e) Supplementary charges.

(f) Bulk explosives.

(4) Category IV. The following items are included:

(a) Ammunition with nonexplosive projectiles and having an unpacked weight of 100 pounds or less each.

(b) Fuzes, except those listed in subparagraph E.3.d. (3)(b), above.

(c) Grenades, illumination, smoke and practice, and CS/CN (tear producing).

(d) Incendiary destroyers.

(e) Riot control agents in packages of 100 pounds or less.

(f) Ammunition for the weapons listed in paragraph E.3. c., above, that are not categorized otherwise.

e. Limitations on Applying the Requirements of This Manual. These requirements apply **only** to the following:

(1) One thousand or more rounds of **small** arms ammunition up to and including .50 caliber.

(2) Individual rounds of 40mm and larger nonautomatic conventional ammunition.

(3) Guided missile and rocket ammunition individually or having a container or package weight of 100 pounds or less.

f. How to Use the DLTs. Determination of physical security risk category codes is based on the evaluation of four risk factors: utility (table 12-14.), casualty/damage effect (table 12-15.), adaptability (**table** 12-16.), and portability (table 12-17.). The DoD Components use these DLTs to determine the numerical values of each of the four-risk factors. These numerical values are then applied to the Sensitivity Matrix (table 12-18.). Only one numerical value is used in each column of the matrix. The **sum** of the numbers in the four columns is then applied to table 12-19. to determine the overall physical security risk category code.

#### 4. Security Risk Management Policies

a. The **DLTs** discussed in paragraph subsection E.3., above, shall be reviewed and revised periodically, as needed.

(1) In accordance with DoD 5100.76-M, appendix A, the JOCG, who developed the DLTs specified therein, directs the conduct of the reviews and submits **recommendations** for updating DoD 5100.76-M.

(2) The JOCG Security Functional Group executes the reviews and reports the results in writing to the Executive Director, JOCG, no later than January 31 of each year.

b. Application of the DLTs or otherwise mandated security risk categories in DoD 5100.76-M shall be a coordinated effort among the security, supply, and transportation activities under the supervision of the Military Service-designated activities specified in subsection E1., above.

c. Each Military Service shall incorporate A&E security risk categories in its catalogs.

#### 5. Security Risk Categorization Coordination Procedures

a. The Military Service-designated activities develop A&E risk categories for the Military Service items in the figure 12-3. format. The definitions in paragraph E.3.c., above, for the four risk factors (data elements 25, 27, 29, and 31), total score (data elements 32 and 33), and risk code (data element 34) are used in the figure 12-3. format. Tapes must be provided by July 31 each year to the CG, AMCCOM, ATTN: AMSMC-MSA(R), for edit and consolidation. The tape input edit criteria are as follows:

(1) Application of Risk Factors and Risk Category. The Military Service ammunition and explosives cataloging activities are responsible for:

(a) The application of the DLT in DoD 5100.76-M, appendix A.

(b) Determining the risk for each factor assigned.

(2) Editing for Compliance. The SMCA edits tape inputs to:

(a) Determine that a risk value has been assigned for each risk factor.

(b) Verify that the risk category code assigned is consistent with the numerical values assigned to that risk category code.

(c) Determine that the risk category code assigned is in accordance with the FSC's and NSN's assigned to each risk category in DoD 5100.76-M, appendix A.

(d) Determine that the risk factors and risk category code assigned to ammunition and explosives items are consistent within the FSCs/NSNs specified and each risk category.

(3) Edit Rejects. Based on the criteria in subparagraph E.5.a. (2), above, incorrect tape inputs shall be rejected.

Table 12-14

UTILITY RISK FACTORS		
If the material is	then the utility is	and the risk factor <i>is</i>
high explosive, concussion, and fragmentation devices,	high	1
SA ammunition,	moderate	2
ammunition items not described above (nonlethal, civil disturbance chemicals, and incendiary devices),	low	3
practice, inert, or dummy <b>muni-tions</b> ; small electric explosive devices; fuel thickening compound; or items possessing other characteristics that clearly and positively negate potential use by terrorist, criminal, or dissident elements.	impractical	4

Table 12-15

CASUALTY/DAMAGE EFFECT RISK FACTORS		
If the material is	then the casualty/ <b>damage</b> effect is	and the risk factor is
extremely damaging or lethal to personnel (devices that will probably cause death to personnel or major damage to property or material),	high	1
moderately damaging or injurious to personnel (devices that would probably cause personnel <b>injury</b> or material damage),	moderate	2
temporarily incapacitating to personnel,	low	3
<b>flammable</b> items and petroleum based products readily <b>obtain-</b> able from commercial sources.	none	4

Table 12-16

ADAPTABILITY RISK FACTORS		
If the material	then the <b>adapta-</b> <b>bility</b> is	and the risk factor is
is usable as is (simple to function without use of other components),	without modification	1
requires other components or can be used with slight modification,	slight modification	2
requires the use of other components that are not avail- able on the commercial market or can be used with modification that changes the configuration,	major modification	3
requires specification functions or environmental sequences that are not reproducible readily, or its construction makes it <b>incap-</b> <b>able</b> of producing high order detonation (gas generator grains, impulse cartridges, and the like).	impractical	4

Table 12-17

PORTABILITY RISK FACTORS		
If the material is	then the portability is	and the risk factor is
easily carried by one person and easily concealed,	high	1
items whose shape, size, and weight allow them to be carried by one person for a short distance,	moderate	2
an item whose shape, size, and weight requires at least two persons to carry,	low	3
items whose shape, size, and weight preclude movement without MHE	MHE required	4

Table 12-18

SENSITIVITY MATRIX FOR PHYSICAL SECURITY RISK				
ACTOR	UTILITY	CASUALTY/ DAMAGE EFFECT	ADAPTABILITY	PORTABILITY
1	HIGH	HIGH	WITHOUT MODIFICATION	EASILY CARRIED OR CONCEALED BY ONE PERSON
2	MODERATE	MODERATE	SLIGHT MODIFICATION	CAN BE CARRIED BY ONE PERSON FOR SHORT DIS- TANCES
3	LOW	LOW	MAJOR MODIFICATION	REQUIRES AT LEAST TWO PERSONS TO CARRY
4	IMPRACTICAL	NONE	IMPRACTICAL	REQUIRES MHE TO MOVE

Table 12-19

PHYSICAL SECURITY RISK CATEGORY DETERMINATION		
If the sum of the numerical values in Table 12-18. is	then the sensitivity evaluation is	and the physical security risk category code is
4 or 5,	high	II
6 through 8,	moderate	111
9 through 12,	low	IV

Table 12-20. Tape Layout for Submission of A&E  
Sensitive Risk Category Data

<u>CARD COLUMN</u>	<u>DATA ELEMENT</u>
1-3	<b>DIC (SEN)</b>
4	BLANK
5-8	FSC
9	BLANK
10-13	<b>DODIC</b> (AMMUNITION/EXPLOSIVES ONLY)
14	BLANK
15-23	<b>NIIN</b>
24	BLANK
25	UTILITY RATING
26	BLANK
27	CASUALTY/DAMAGE EFFECT RATING
28	BLANK
29	ADAPTABILITY RATING
30	BLANK
31	PORTABILITY RATING
32-33	TOTAL SCORE
34	RISK CODE
35 - 36	BLANK
37-74	NOMENCLATURE
75	BLANK
76	SERVICE
77-80	BLANK

b. No later than September 30 each year, representatives of the Military Service-designated activities meet to review and agree upon the consolidated data. If preliminary screening shows there are no disagreements among the Military Service-designated activities, they may agree to signify their agreement by message instead of having a meeting. The results of this review and agreement constitute Military Service coordination and will be used to update Military Service catalogs.

c. The SMCA provides the consolidated data, including the assigned risk factors, the security factors, and the security risk category, to the Military Service-designated activities in both a tape configuration and in hard copy.

6. DoD A&E Security Risk Handbook

a. As an **interim** measure pending inclusion of security risk categories in all of the Military Services' catalogs, the JOCG shall publish a DoD A&E Security Risk Handbook and update it annually during the first quarter of the FY. In case of conflict between security risk categories specified in Military Service catalogs and those in the DoD Handbook, the Military Service catalogs take precedence.

b. When A&E sensitive risk categories apply to items belonging to two or more Military Services, the JOCG publishes and distributes the consolidated data to the appropriate DoD Components.

c. Military Service-designated activities shall act on recommendations for revision of security risk categories on a continuing basis. If the recommendations are found valid, the other Military **Service-**designated-activities shall be notified. By mutual agreement, a revised DoD A&E Security Risk Handbook may be issued more often than annually.